

21 July 1976

MEMORANDUM FOR: Deputy Director for Processing, ODP
ATTENTION : Chief, Support Staff
FROM :
Executive Officer, ODP
SUBJECT : FIPS Publications and Announcements

1. The Office of Data Processing is the FIPS (Federal Information Processing Standards) point of contact for CIA. This means we are responsible for maintaining a central library of FIPS Standards and announcing new publications to interested Agency components. We are also responsible for coordinating CIA comments on proposed standards.

2. Up to now, this has been handled in a somewhat inconsistent manner by the Office of the Comptroller, the front office of ODP, and EDP Training. Now that we have a full-time Technical Librarian, we should be able to handle FIPS publications routinely. I have discussed this with and we have agreed on the following procedure.

- a. The Executive Officer will forward all FIPS publications and announcements to Chief, Support Staff, Attention: Technical Librarian.
- b. The Technical Librarian will maintain at least one copy of all FIPS publications in a central library for loan and reference.
- c. The Technical Librarian will announce the existence of new FIPS publications through an ODP Technical Library Newsletter (using Tech Notes mailing list).

- d. The Executive Officer will continue to coordinate CIA comments on proposed FIPS standards with the appropriate Agency components.

3. If you agree with this arrangement, please take care of the attached FIPS notice. If not, let's discuss.



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